



BRIDGEND TOWN COUNCIL
Scheme of Delegation
Approved by Council 20th May 2019

Under the Local Government Act 1972 s 101, the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

This Scheme of Delegation authorises the Proper Officer, Responsible Financial Officer, Facilities Manager and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed below:

Proper Officer

The Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- To receive declarations of acceptance of office
- To receive and record notices disclosing personal and prejudicial interests
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To sign summonses to attend meetings of the Council
- To sign on behalf of the Council any document to give effect to any decision of the Council

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- To manage the Council's facilities, property and assets
- Day to day administration of services
- Day to day supervision and management of all staff employed by the Council
- To act on behalf of the Council as a designated officer with respect to complying with legislation
- To instigate and authorise the repair and maintenance of Town Council equipment, property or assets within agreed budget
- To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Town Council equipment, property or assets within agreed budget
- To dispose of Town Council equipment or assets with an estimated worth of less than £500
- Authorisation of routine expenditure within the agreed budget
- Emergency expenditure up to £1,000 outside the agreed budget
- Determine the Town Council's insurance requirements on the Council's behalf
- Make all necessary arrangements for the Council's insurances

Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and as such is specifically authorised to:

- Operate the Council's banking arrangements
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Incur expenditure on revenue items within the approved estimates and budgets.
- Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations
- Manage investments
- Authorise action for the recovery of debts
- Write-off debts up to the level set by the Council
- Maintain a Register of Assets and Inventory of Equipment

Facilities Manager

The Facilities Manager for the Council shall be responsible for regularly inspecting all Town Council fixed assets and to initiate and supervise all matters of control and maintenance associated with this function.

The Facilities Manager shall also work with the Town Clerk and will have delegated power to manage matters items pertaining to the management of all Town Council allotments sites to include:

- To consider and make decisions on any matters affecting the allotment sites with the exception of items clearly excluded under the Town Councils Scheme of Delegation
- To recommend to the Town Council Finance Committee appropriate budget provisions for the current and forthcoming financial years
- To carry out the annual Risk Assessment and bring to the attention of the Town Council any identified health and safety risks.
- To prepare reports regarding all aspects of allocating allotments, including maintaining the waiting list in a strict chronological order, carrying out site visits with prospective tenants in order to identify size of plot required
- To prepare reports in cases where tenancy agreements, policies or rules are not being observed and follow procedure for non-compliance.

Community Engagement and Events Manager

The Community Engagement and Events Manager for the Council shall be responsible for co-ordinating community engagement activities and a programme of arts and cultural events at

Carnegie House Arts Centre and within Bridgend Town Centre on behalf of Bridgend Town Council and to initiate and supervise all matters of control associated with this function.

Town Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- Levying or issuing a precept
- Borrowing money
- Approving the Councils annual accounts
- Considering an auditor's report made in the public interest
- Adopting or revising the Councils Code of Conduct
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of orders under any statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- To approve the annual report and arrangements for its publication

Committees

Finance Committee

The Finance Committee shall consider and determine the following matters:

- Budgetary control
- Recommendation of financial requirements
- To consider and determine all grant applications
- To review and accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - the cost not exceeding the approved estimate
 - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - all the requirements of the Council's Financial Regulations being complied with.
- Matters properly referred from other Committees within the requirements of Standing Orders
- To deal with any other relevant issue arising from the implementation of best value legislation.
- Any other matter which may be delegated to it by the council from time to time

Planning Committee

The Planning Committee shall consider and determine the following matters:

- To comment on planning applications received from the local planning authority

- Licensing matters
- To make representations in respect of appeals against the refusal of planning permission
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To deal with any other planning related matter referred to the council
- To deal with any licensing matters referred to the council
- To comment on behalf of the Council on Local Plans, Regional Plans and any other Plans or Studies as considered appropriate
- To comment and where appropriate, work on public footpaths and bridleways
- Any other matter which may be delegated to it by the Council from time to time

Personnel Committee

The Personnel Committee shall consider and determine the following matters:

- Staff establishment
- Personnel policies and procedures
- Arranging the appraisal of the Town Clerk
- Any other matter which may be delegated to it by the council from time to time

Policy on the following matters is reserved to the Finance Committee for decision but the Personnel Committee may also make policy recommendations relating to:

- Salaries
- Conditions of service
- Staff levels
- Consideration of staffing reviews

A Grievance Sub-committee is delegated to make decisions on the behalf of the Council in the following matters:

- Hearings for grievance, disciplinary and capability matters in accordance with the Councils grievance and disciplinary procedure
- Dealing with any grievance, disciplinary and capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

An Appeals Sub-committee is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Personnel Committee in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process

In order to ensure as far as possible that such matters as appraisal, grievance, disciplinary and capability issues are dealt with professionally and in accordance with employment legislation, all members of the Grievance Sub-committee and Appeals Sub-Committee must agree to undertake training in these matters.

Community Engagement and Well-being Committee

The Community Engagement and Well-being Committee consider and determine the following matters:

- To maintain and operate Carnegie House Arts Centre and consider operational and management matters affecting the hiring/letting of space, the functions/uses to be permitted and income and expenditure generated from these uses
- To maintain and supervise all activities taking place within Carnegie House or other recreational open space and building erected for such purposes thereon
- To arrange and cancel events taking place at Carnegie House Arts Centre
- To ensure that the Town Council meets its duty to take all reasonable steps towards meeting the local objectives included in the local well-being plan
- To make recommendations to the Council on military issues.
- Any other matter which may be delegated to it by the council from time to time

Regeneration Committee

The Regeneration Committee has delegated power to run projects agreed by full Council subject to budget allocation and permits the Regeneration Committee to project scope.

Sub-Committees

Sub-committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.

Working Groups/Parties

Working groups/parties may be formed by resolution of the Council or a committee at any time. The work of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the committee that formed it.

Urgent Matters

- 1) In the event of any matter arising which requires an urgent decision the Town Clerk shall consult the Mayor and Deputy Mayor of the Council and with the concurrence of those member(s) shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 2) Before exercising the delegated powers granted by paragraph (1) above, the Town Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of an appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3) Before exercising the delegated powers granted by paragraph (1) above, the committee concerned shall consider whether the matter is of sufficient import to justify recommending to the Mayor that a special meeting of the Council should be called in accordance with Standing Orders.
- 4) Any action is taken must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.

Delegation - Limitations

- The Town Council does not have the power to delegate a decision to an individual Councillor
- Committees and sub-committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.
- A Committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.

Date Approved by Council: 21st May 2018

Date for Review: May 2019